

Salter Square



Resident's Handbook

Table of Contents

Important Phone Numbers.....	2
Condominium Basics.....	3
The Property	5
Responsibilities for Repair and Maintenance.....	5
Rent or Lease of the Units	5
Rules and Regulations	
A: Changes and Alterations	7
Fireplaces	8
Gas appliances	8
Communication Equipment	8
Air conditioners	8
Eavestroughing	8
Landscaping and Gardens	8
Decks, Fences, Gates and Garden Sheds	10
Interior Renovations.....	11
Sealing of Driveways	11
B: Fire Safety	12
C: Water	12
D: Garbage	12
E: Good Neighbour Relations	12
F: General.....	13
G: Common Areas	13
H: Exclusive-use areas	14
I: Pets.....	14
J: Parking (Also see Appendix 1).....	12
K: Pool.....	16
Finances	18
Annual Budget.....	18
Condominium Fees	18
Reserve Fund.....	18
Special Assessments.....	19
Insurance.....	19
General.....	19
Appendix 1 - Parking	
Appendix 2 - Police and reporting crime	
Appendix 3 - Schedule of fees	

Approvals: The Board of Directors meets once a month to consider written requests from residents. Please anticipate that it may take a full month after you submit your written request before the Board can make a decision. With this in mind, make sure you provide sufficient detail, including drawings where needed, so that the Board has all the facts necessary to make a decision.

Important Phone Numbers

Police / Fire /Ambulance Emergency	Dial 911
Ottawa-Carleton Regional Police, District 15 (Kanata)	613-236-1222, Ext. 0
Crime Stoppers	1-800-222-8477
<i>Also see Appendix 2 on reporting crime.</i>	
Kanata Fire Department General	613-836-1046
<i>Vehicles parked in fire lanes</i>	311
City Bylaw office: Parking offences * or animal control 7 a.m. - 7 p.m.	311
After Hours: broken water main, noise complaints, etc.	311
<i>* There are no extension numbers. The attendant will direct your call.</i>	
Distress Centre of Ottawa and Region (9:00 a.m. to 5:00 p.m., Monday to Friday)	613-238-3311
Children's Hospital of Eastern Ontario Emergency	613-737-2328
Queensway-Carleton Hospital Emergency	613-721-4710
General	613-721-2000
Poison Information Centre	613-737-1100
Poison Information Centre (Toronto)	1-800-267-1373
Parking: Capital Systems	613-686-5991
e-mail: parkingregistrations@telus.blackberry.net	
Dental Emergency (Ottawa Dental Society)	613-523-4185
CCC#77 (BridgePort Realty Management)	613-739-1057
E-mail: <i>VaaleaDarkke@bridgeportrealty.ca</i>	

Any situation related to your unit or to the common elements should be reported to the Property Manager during normal business hours. Outside these hours, an answering service will take emergency calls and refer them to the appropriate person for action.

Condominium Basics

What is a condominium?

In a condominium, each individual owner owns (holds title to) a specific unit and all unit owners own a share in the common property.

A **Condominium Corporation** is an association of the unit owners. The role of the **Board of Directors** of Carleton Condominium Corporation #77 (CCC#77) is to manage the property, which includes the units and the common property. *The Condominium Act* states that the Corporation (the Board of Directors) has the following duties:

to manage the property and the assets of the Corporation
to administer the financial matters of the Corporation
to repair and maintain the common elements
to employ necessary professional services
to maintain appropriate insurance
to ensure compliance with the provisions of the Ontario *Condominium Act, 1998*, the Declaration, the bylaws and the rules and regulations

The Board of Directors is elected by the members of CCC#77 (the unit owners) at the *Annual General Meeting (AGM)*, for terms of three years. The Board attempts to stagger the terms of the Directors in order to provide some continuity from year to year. Our Board consists of five directors and includes the offices of President, Vice-President, Secretary, Treasurer and Director-at-large. If a vacancy occurs between AGMs, the Board fills the vacancy by appointment until the next AGM.

The Board of Directors, on behalf of the Corporation, maintains a contract with an experienced Property Management company for all day-to-day management of the property. A *Property Manager* is assigned to our Corporation and carries out all required duties under the general direction of the Board of Directors.

Owners have a number of opportunities to participate in the operation of CCC#77.

- 1) Owners meet once a year at the Annual General Meeting (AGM).
Each owner receives a package of information two weeks before the AGM. The package contains the time and place of the meeting, the agenda, a copy of the audited financial statements and the minutes of the last AGM.
At the AGM, the past year's projects, financial matters and other issues are summarized, the auditor presents detailed information about the past year's finances, new directors are elected and owners can express any concerns they may have concerning CCC#77.
To conduct an official meeting, at least 1/4 (46) of the 183 units must be represented by an owner at the AGM (1 vote per unit), either in person or by proxy; 33 1/3% must be represented in order to pass a by-law.
It is important for all owners to attend the AGM and participate in this important part of the operation of CCC #77 and your community.
- 2) Owners are encouraged to consider what skills they have to offer their community and to run for a position on the Board of Directors.
- 3) During the year, owners should contact the Board through the Property Manager with any requests and concerns that they may have, preferably in writing. This ensures that there is a record of your concerns and makes it easier for the Board and the Property Manager to track how problems are resolved. Requests for changes and alterations to your unit must be in writing.
- 4) From time to time, the Board may appoint committees. Usually these committees are formed for special projects. General duties include researching information and making recommendations. Final decisions with respect to the recommendations rest with the Board of Directors. Various committees have enabled a number of valuable improvements in the community including the availability of gas, installation of a new playground and planting of the common gardens.

5) Board meetings are generally held the third Wednesday of the month, at 7 p.m. in the Pool building office. Owners or Residents who wish to address the Board at their monthly meeting are asked to inform the Board or our management company in advance so the item may be added to the official agenda. Residents who have a concern or question will be invited to come at 7 p.m. to speak to that issue. Please note, however, that the Board will ask you to leave after that, since the Board needs to deal with other issues that may be confidential, and they must assure the privacy of all owners and residents.

The Government of Ontario has outlined, in considerable detail, how Condominium Corporations in Ontario are required to operate. Revised in 1998, the *Ontario Condominium Act* and its **Regulations** define the legal requirements to which the Corporation, the Board of Directors, the Property Manager and the owners must adhere.

The Declaration of CCC #77 is a detailed document that all owners receive when they buy their unit. This document defines such matters as the duties and powers of the Corporation, how common expenses are shared, the definitions of unit boundaries, common elements and exclusive-use areas, responsibility for repairs and maintenance, use of the units and common elements, etc.

The Bylaws of CCC #77 govern a number of matters including the management of the Corporation, meetings of the owners and the Board of Directors, collection of common expenses, banking arrangements, etc.

The Board is obligated by the *Condominium Act* to make and enforce **Rules and Regulations** to promote the safety, security and welfare of the owners and their property and for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements, exclusive-use areas and units.

The Property

The common elements include all parts of the Corporation's property that are outside the interiors of the individual units. This includes everything outside of the backside surface of the unit's inner drywall, including roofing, siding, windows, front, back and garage doors (except exterior hardware and storm doors at the side or rear).

The individual units are owned by the owner. In addition, each owner has exclusive use of one designated parking spot or driveway and the patio area immediately adjacent to the unit. The unit boundaries and exclusive-use areas are described in the Declaration.

Rent or Lease of Units

Owners renting or leasing their units remain responsible for all of the obligations along with their tenants. All tenants must sign an agreement with the owner in which the tenant agrees to be bound by the Declaration, Bylaws, Rules and Regulations of the Corporation. A copy of this agreement, along with the tenant's name and phone number and a copy of the lease **MUST** be filed with the Property Manager each time the unit is rented.

Responsibilities for Maintenance and Repair

One of the advantages of owning a condominium is that much of the maintenance of the common elements, including the exterior structure of the units, is covered by the common budget and done by contractors hired by the Board of Directors. This means that owners can avoid many of the headaches common to single-home owners such as roof repairs, exterior painting, snow clearing, etc. However it should be noted that, unlike rental property, all owners share responsibility for our property.

The Corporation is responsible for repairing and maintaining the common elements, the common grounds and the exterior of the units (excluding damage caused by owners, their guests or tenants).

It should be noted that the Corporation's responsibility to repair and maintain excludes any improvements or additions made by current or previous owners, e.g. additional windows, chimneys, fences, decks or porches, etc. In addition, the owner is responsible for all damage that may be caused to their unit or to any common elements, including damage caused by any additions, alterations or improvements. Any required maintenance of additions, alterations or improvements is the responsibility of the owner. In addition, the owner is responsible for the maintenance of his/her exclusive-use area, including care of the lawn. Please refer to the table on the next page before calling the Property Manager with a maintenance request.

Corporation	Unit Owner
Replacement and repair of standard* windows	Window cleaning Crank handle repair and replacement Cleaning and maintenance of the window operating mechanism Replacement and repair of torn window screens Broken glass (unless the broken glass is caused by unforeseen circumstances / defective product) Replacement and repair of windows added by unit owners, both past and present.
Replacement and repair of exterior doors, including caulking; replacement of front storm doors.	Door locks and handles (hardware) Weather stripping Repairs to screen doors
Replacement and repair of condo-installed fences Replacement and repair of garage doors	Replacement and repair of any fences and gates, or fence modifications added by the owner, past, present or future Weather stripping on garage doors
Electrical deficiencies in parking bollards, exterior plugs and main boxes	Electrical deficiencies in internal unit wiring
Common area lighting and standard* exclusive-use exterior light fixtures	Replacement of exclusive-use exterior light bulbs All upgraded exclusive-use exterior light fixtures
Flashing, roofing, original chimneys	Cleaning and maintenance of fireplaces and owner-installed chimneys.
Dryer vents	Insulation
Foundation leaks	Minor soil subsidence, settlement and erosion next to the foundation of the owner's unit
Original steps and asphalt in exclusive-use areas. Patio stones in common areas	Owner-modified front steps and/or decks and exclusive-use area patios, including patio stones in exclusive-use areas.
	Any damage to the common elements caused by resident

* *Standard* means items specified in the Standard Unit Bylaw (i.e. not owner-installed).

Rules and Regulations

Over the years, the Corporation has developed rules for the use of the common elements and units to promote the safety, security and well-being of owners and of the property and to permit residents to use and enjoy the common elements. The official rules are provided to owners when they purchase their unit.

The following is a simplified version of those rules; owners, their families, guests, renters—anyone occupying the unit with the owner's approval—must comply with these rules.

FOR THE FULL LEGAL TEXT OF CCC#77 RULES AND REGULATIONS, please see the copy provided by your lawyer when you purchased your unit, or request a copy from the Property Management company.

A: Changes and Alterations

No owner can make any structural change in or to his unit or make any change to an installation on the common elements or paint, stain, decorate or alter or repair any part of the common elements (outside) without the prior written consent of the Board.

The value of each condominium unit is based not only on the condition of that particular unit but also on the condition of the condominium as a whole. All owners and residents of Salter Square share the responsibility of maximizing our investment by ensuring that changes to the units or common elements are made safely and that the appearance of our property reflects care, attention and visual harmony.

Requests for Board approval must be submitted **in writing** to the Property Manager by mail or fax or may be dropped off at the pool house mailbox. Proposals must supply sufficient information for the Board to assess whether the changes meet all of the applicable codes and regulations.

The **Standard Unit Bylaw** outlines the standard construction for your unit. The unit owner (past, present and future) is fully responsible for any damages that result from any modifications or additions made to the common elements or units by an owner or occupant. In other words, if changes to the standard unit were made prior to your purchase of the unit, you are responsible for upkeep and/or repairs.

All future maintenance, general repair and replacement of any modifications or additions made to the common elements or units (with or without prior Board approval) by an owner or occupant are the sole responsibility of the unit owner or occupant, present and future. For example, in the event of a fire, the Corporation is responsible for restoring the unit to the conditions in the Standard Unit Bylaw only.

In order to permit the Corporation to complete repairs to the common elements, the unit owner must remove any addition hindering the work and the owner will be responsible for restoring the area. Otherwise, the Corporation will bill the owner directly for costs incurred by the Corporation to correct these situations.

Fireplaces

Please contact the Property Manager for full details.

- Owners are permitted to build fireplaces and chimneys within their unit and through the roof, provided that they abide by the following conditions:
 - Owners must submit a written request and await written approval from the Board of Directors before installing a fireplace and chimney. The request must include a diagram showing the location of the fireplace and must provide the name of the contractor who will perform the installation and provide the Board with a copy of the guarantee on the work performed;
 - The owners must obtain the consent of and comply with all relevant municipal authorities for the construction of the fireplace;
 - Owners are responsible for maintaining and cleaning the chimney and fireplace;
 - To ensure safe operation, the owner must have an annual inspection of the fireplace and chimney by a qualified contractor. A copy of this inspection report must be submitted to the Corporation. The owner must permit a representative of the Corporation to inspect the fireplace and the chimney from time to time; and
 - If the fireplace and chimney are deemed to be a fire hazard, or the Board of Directors deems that the fireplace and chimney need to be removed, the owner must remove the fireplace and chimney and restore the common elements, or provide the Corporation with payment of all costs to do so.

Gas appliances

- Owners must submit a written request and await approval from the Board of Directors before installing any gas appliance. An application for the installation of gas to a unit or for gas appliances must be accompanied by a sketch showing the location of the meter, each fresh air intake and gas vent on the outside walls. Meter and vent placement will be in the exclusive-use area unless other arrangements have been approved by the Board. Cold air intakes may be installed through exterior walls into common areas. No gas lines may be installed on the exterior of the unit.

Communication Equipment

- No television antenna, aerial, tower, communication antenna or similar structure may be fastened to any unit or any portion of the common elements, except by the Corporation in connection with a common television cable system, and no cable may be strung on the exterior of any unit, except as installed by your cable provider.
- Owners must submit a written request and await approval from the Board of Directors to install satellite dishes in their unit's exclusive-use area. The satellite dish installation must meet all conditions as defined by CCC#77 policy, i.e. the dish may not be attached to and part of the unit and it may not be visible above the fence line. We suggest that you verify reception will be possible from the approved installation location, as many units cannot receive a satisfactory signal.

Air Conditioners

- Window air conditioners must be of high quality to minimize noise disturbance to neighbours. Clear Plexiglas or glass must be used for installation of window air conditioners. Plywood and other materials will not be allowed. Installation must be done so that there is no damage to the exterior of the unit, e.g. supports and brackets must not be screwed or nailed into the exterior siding or the window frames. If there is damage to the sills, the warranty on the windows will be nullified and the owner will bear responsibility for future repairs. Window air conditioners may be installed after April 1st and must be removed before November 1st.

- Owners must submit a written request and await approval from the Board of Directors before installing a central air conditioner. The request must contain the type, make, model, size and noise rating of the air conditioner and a drawing indicating the location of any exterior equipment. Any exterior equipment must be located in your exclusive-use area.

Storm/Screen Doors: Front storm doors are the responsibility of the Corporation. The type and appearance are to be acceptable to the Board. Storm doors in the rear or side yards are an owner responsibility. Screen repairs and hardware are an owner responsibility.

Eavestroughing

Eavestroughing may only be installed by a professional installer chosen by the Board; the colour and material must meet the specifications set by the Board. All costs of installation, repair and maintenance are the owner's responsibility. The Corporation will arrange an annual cleaning of the eavestroughing, at the Corporation's expense.

Landscaping and Gardens

- Owners who wish to enhance the areas around their homes by planting gardens are encouraged to do so, subject to the following conditions:
- Trees or large shrubs may not be planted without the approval of the Board (written request). The proposal must contain the type of tree, the expected mature size and a diagram indicating where the shrub or tree will be planted. The placement of the tree or shrub must leave sufficient distance from the unit to allow for future root and branch growth and to permit exterior unit maintenance. Certain trees such as willows and poplars will **not** be permitted.
 - Flowers, ornamental and evergreen shrubs may be planted in your exclusive-use area. Shrubs and evergreens must meet the distance from the unit criteria above and must, in general, be kept pruned to a height not exceeding the height of the fences and must not encroach on your neighbour's exclusive-use area. Perennial and other climbing ivy may not be planted anywhere where they climb on or attach to any exterior part of the building, e.g. the brick work, siding or windows.
 - Hanging pots may be installed, e.g. on fences; however, any damage caused to the common elements will be the responsibility of the owner. Owners are encouraged to keep such pots to a size and weight that will not affect the structural integrity of the fence. Hanging pots must be removed in the fall.
 - Flowers, ornamental shrubs and evergreens may be planted in common areas immediately outside your unit but must not extend more than 1 metre out from the foundation or fence without the prior written consent of the Board. In addition, any framing such as flower boxes and rock gardens must also have prior approval of the Board. Shrubs and evergreens must be slow-growing varieties and must be kept pruned to a height not exceeding the height of the fences and to a width that allows for at least a half metre between the shrub and the common area sidewalk.
 - In the event that gardens are abandoned, poorly cared for or are suffering from disease or pest problems, the Corporation reserves the right to return the garden areas to their original state at the expense of the owner.
 - Any planting in common areas other than immediately outside your unit is not allowed without the prior written consent of the Board.
 - Owners must submit a written request and await approval from the Board of Directors to plant or remove hedges.

Decks, Fences, Gates and Garden sheds

- Garden sheds are allowed within each owner's exclusive-use area. Owners must submit a written request and await approval from the Board of Directors. The written request must show the complete dimensions of the proposed shed and the location of the shed with respect to the unit and the fence lines of the exclusive-use area. Please note that all garden sheds must be kept in an acceptable condition and must be located to allow for exterior unit maintenance. Sheds must not rest against existing fences, and the owner must provide appropriate drainage away from the foundations.

- Owners must submit a written request and await approval from the Board of Directors to erect additional fences or gates.
- Owners must submit a written request and await approval from the Board of Directors to add or change decks, porches and patios.
- Painting or staining common elements, e.g. fences, window frames, doors, etc. is strictly prohibited.

Interior Renovations

Changes to the outside or inside of any unit that may affect load-bearing walls or the electrical, heating or plumbing systems or anything else that may have an impact on the safety, structure or any insurance submitted by the Board on behalf of the Corporation must have the prior approval of the Board.

Any basement renovations must not permanently cover the floor drains or sewer drain pipe.

Sealing of Driveways

Owners must submit a written request and await approval from the Board of Directors to coat their driveways with an asphalt sealer that meets Board requirements. If the owner's driveway adjoins his/her neighbour's, both driveways must be done at the same time and with the consent of both owners. The owners will be responsible for unsatisfactory results or any damage caused.

B: Fire Safety

- No owner may do or permit anything that will increase the risk of fire or the rate of fire insurance on any building or any property kept inside, or that will conflict with Fire Department regulations or with any insurance policy carried by the Corporation, the rules and ordinances of the Board of Health or with any statute or municipal bylaws.
- No coal or any combustible or offensive goods, except firewood properly and safely stacked within the unit, may be kept on the property. Embers from wood-burning fireplaces may be disposed of only after they are cold and must be placed in a metal container. Naphtha and propane barbecue tanks must be stored outside.
- **It's the Law:** Owners must install smoke detectors **on every level of their unit** and keep them in working order. Each unit owner will ensure that the unit is compliant with all requirements of the Fire Code, including the need to place detectors outside sleeping areas. Owners are required to provide the Corporation with written proof of this every year. The Corporation will not be responsible for any costs, damages, claims or expenses incurred by the owner's failure to satisfy the requirements of this Rule. Where a unit is leased, the owner and tenant are jointly responsible.
- Owners will not overload any electrical circuits.

C: Water

- Water is bulk metered and a shared common expense. The cost of water is approximately 20% of the annual operating budget. To control this cost, and therefore condo fees, owners and residents are encouraged to conserve water wherever possible.

D: Garbage

- Debris or garbage may not be placed or left on the common elements (including exclusive-use areas), except what is placed out the evening before garbage collection. During the week, garbage must be properly stored in a garbage can with a locking lid, inside the garage or inside a shed. Residents are expected to maintain strict sanitary conditions at all times.
- Garbage must be placed at the curb or on the parking islands of the common parking lots after 7:00 p.m. on the evening prior to the pickup day or before 7:00 a.m. the day of pickup.
- Blue and black boxes must be put out on the proper days (schedules are available from the City of Ottawa or online) and must be returned to your unit within 24 hours after garbage pickup.
- If you are disposing of unusual items such as furniture, contact the City to determine how best to dispose of such items. The City does NOT pick up household appliances such as stoves, refrigerators, freezers, air conditioners, dryers, dishwashers, hot water tanks, furnaces, oil tanks, etc. at the curb. Residents must make their own arrangements to have them taken away. Check the Yellow Pages under "recycling" for a list of businesses providing this service, or take them back to participating Take it Back! retailers - Electronic or Household. The TRAIL WASTE FACILITY is off Moodie Drive, south of Fallowfield Road.
- If any resident leaves items out that are not picked up, the Property Manager will arrange for a pickup and the costs will be charged back to the owner.

E: Good neighbour relations

- Owners and tenants, their families, guests and visitors may not create any noise or nuisance that, in the opinion of the Board or the Manager, may or does disturb other owners, their families, guests and visitors.
- No owner may do or permit anything to be done in his unit that will obstruct or interfere with the rights of other owners, or in any way injure or annoy them.
- Repairs or renovations to the units must be made between the hours of 8:30 a.m. and 8:00 p.m. when such repairs or renovations will cause noise that will disturb neighbours.
- City noise bylaws will be enforced and noise complaints should be directed to the Ottawa Bylaw office by calling 311.

F: General

- No auction sales may be held on the property. There is a community garage sale organized in June each year. Individual unit owners may hold individual garage sales; however, such sales must be restricted to dates between May and September.
- No signs, advertisements or notices may be affixed or placed on any part of the inside or outside of the buildings or common elements whatsoever without prior written consent of the Board, other than the usual signs for offering a unit for sale or rent, or election signs. Real estate sign dimensions must not exceed .68 metres by 1 metre. Election signs should not exceed .50 metres by .60 metre. Such election signs may be placed in private-use areas only and must be placed so that the signs do not obstruct pedestrian traffic or grass-cutting / snow-removal work. Signs must be removed immediately following the election.
- **At no time** are signs to be staked or attached to the common elements (lamp posts, lawns, buildings, fences etc.). You may request permission to post notices in the glass case at the pool house or you may ask that a lost and found notice be placed in the newsletter.
- Nothing may be placed on the exterior of window sills or projections. No awning, shade or shutters may be erected over or outside the windows, doors, porch or exclusive-use area without the prior written consent of the Board.

G: Common Areas

- The sidewalks, entry, passageways, walkways and driveways used in common by the owners may not be obstructed by any owners/residents or used for any purpose other than for moving to and from their respective units or parking areas.
- Bicycles, tricycles and other large toys are not to be left on the common elements (outside of exclusive-use areas) after sunset.
- No one may destroy, alter or litter any of the landscaping work on the property. Use of chairs, tables or other objects on the common elements is permitted, but such furniture must be removed by nightfall. Such furniture must not damage the lawn and must be removed when the lawn is being cut.
- No part of the common elements may be used for recreational or athletic equipment, decks, patios, fences or other barriers, hedges, gardens or other vegetation, or for the disposal of rubbish, garbage or waste.

H: Exclusive-use areas

- Exclusive-use areas must be kept clean and tidy by the owner. Exclusive-use areas may not be used for storage, with the exception of an approved garden shed, properly sealed garbage cans, barbecues and patio furniture.
- Clotheslines are not to be attached to any unit exterior or fence. A folding wooden or metal type rack is allowed; however, it must be removed when not in use and it must not be visible above the fence line.
- Seasonal decorations are certainly encouraged. Christmas decorations should go up no sooner than December 1st and must at least be turned off by mid-January. Removal will depend on weather conditions but must be completed by the May long weekend. Lights and decorations such as wreaths should be attached by clips. Use of nails and screws on doors is strongly discouraged and any damage from this practice will be the responsibility of the owner.

I: Pets

- Cats and dogs must not be allowed to run freely and must be leashed at all times outside your unit.
- Owners are expected to "Stoop and Scoop" at all times. If it is necessary for any animal to defecate on any common element or property of the Corporation, the owner (or custodian) will immediately gather up the droppings in any way he or she chooses and dispose of them within his own exclusive-use area.
- Owners must control their dogs' excessive barking or other noise made by any animal. Dog runs are allowed only in the owner's exclusive-use area and must not be visible above the fence. They must be appropriately maintained.
- All additional municipal and regional regulations concerning pets must be observed by owners.
- Squirrels should never be fed: they become dependent and territorial and cause damage to property.

Parking – Also see Appendix 1

- All 100 and 200 units, and a select number of 300 units without garages, are supplied with one exclusive-use parking space. The numbers attached to the parking bollards indicate each owner's spot. Electrical outlets are connected to each individual unit's electrical panel.
- If there is a vehicle other than your own parked in your exclusive-use parking space, you have the right to have it towed. Call the city Bylaw office at 311. They will ticket/tow the vehicle, provided you show proof that the spot is yours. (Each resident has received such a letter from the Property Management company.)

- Spaces with yellow parking curbs are for visitor parking, Residents are responsible for ensuring that their guests do not park in exclusive-use parking spots.
- If you have visitors staying past 1 a.m., you must call the parking company per the instructions you have received.
- There are four (4) designated handicapped parking spots. These spots are patrolled by the City and by our own parking monitoring service; cars without the appropriate documentation will be ticketed.
- **Residents who operate more than one car must registered the vehicle with the Corporation and pay a small monthly fee for each additional car. Please contact the Property Manager for details.**
- Do not park any motor vehicle on any part of the common elements except in the designated parking areas.
- No motor vehicle may be driven on any part of the common elements other than the roadways, driveways and parking lots.
- All vehicles, including those in exclusive-use parking spots, must have a license sticker for the current year. Unregistered and/or inoperative motor vehicles must not occupy any part of the common elements, including exclusive-use parking spots. Such vehicles will be towed at the owner's risk and expense.
- Vehicles parked in fire lanes (**all roadways in Salter Square**) will be ticketed and towed at the owner's risk and expense. Call 311 to report any such vehicles.
- Trailers, boats and other non-motorized vehicles may not be parked on Salter Square property except for the purposes of loading and unloading, at which time they may be briefly parked in an exclusive-use or visitor parking spot for a maximum of 48 hours.
- No major work of any sort may be done on any vehicle on the common elements. Owners will be held liable for any damage (e.g. that caused by motor oil) that may occur due to their failure to comply or due to inadequate maintenance.

K: Pool

The Salter Square pool is for the use of all residents and their guests. The following rules are intended to ensure that using the pool is a safe and enjoyable experience for all.

- All residents using the pool must present their pool pass to the lifeguard on duty. Residents must **accompany** their guests to the pool, and inform the lifeguard on duty that they are bringing a guest. Pool passes are available from the head lifeguard for a nominal fee (to cover the costs of producing the passes). Lost passes can be replaced, also for a nominal fee.
- The lifeguard on duty will restrict the number of persons within the white pool boundary line in accordance with provincial safety legislation. If it is necessary to reduce the number of people in the pool, preference will be given to residents.
- Swimming at unauthorized times and/or when there is no lifeguard present is not allowed.
- Children under the age of 8 years of age must be accompanied by an adult. Please note that parents are responsible for their children. The lifeguards are not babysitters.
- Children more than 8 years of age may swim without their parents provided that they are competent swimmers as determined by the lifeguard on duty. As well, strict adherence to the rules of the pool is expected. Lifeguards will enforce the rules with the following system of consequences:
 - First offence: the offender will receive a 5-minute time out
 - Second offence: the offender will be banned from the pool for two days and will only be allowed back with a signed note from his/her parent(s)
 - Third offence: the offender will not be allowed in the pool for the remainder of the summer without a parent being present
- All swimmers must take a shower immediately before entering the pool and following the use of the toilet;
- No person infected with a communicable disease or having open sores on his/her body will be permitted to enter the pool;
- No person will pollute the water in the pool in any manner (spitting, spouting water, blowing the nose, urinating, defecating, etc.). Babies and children who are not toilet-trained must be wearing a swimming diaper;
- Running, shoving, towel flicking and general horseplay are not permitted in the pool enclosure;
- Foul language will not be tolerated;
- Smoking is not permitted in the pool enclosure;
- No food or drinks of any kind are permitted in the pool enclosure;
- No pets are permitted in the pool enclosure;
- No street footwear is allowed inside the white line bordering the pool;
- Proper swimming attire must be worn in the pool; cut-offs and street attire are not permitted while swimming;
- No objects are to be thrown into the pool for diving or any other reason;

- No inflatable toys or objects are permitted in the pool with the exception of approved life jackets, "floaties," flutter boards and eye goggles; and
- No glass containers of any kind are allowed in the pool enclosure.

Finances

Annual Budget

Each spring, the Board develops a budget for the Corporation. It includes the anticipated operating expenditures for the upcoming fiscal year (May 1 to April 30) and contributions to the reserve fund. Owners have an opportunity to review and discuss the budget set by the Board of Directors at the Annual General Meeting.

Condominium Fees

Condominium fees are the percentage of the Corporation's budget allocated to each owner proportionate to their interest in the property as defined in the declaration. Condominium fees cover maintenance to the exterior of the units, maintenance to all common areas, water, hydro for the common area lights, the pool, snow removal, grounds maintenance, insurance for common elements and the buildings, legal, audit and property management services. Owners are notified of any change in their Condominium fees as soon as the budget is finalized.

Condominium fees and parking cheques

Please ensure cheques include your name, unit number and, where applicable, your reserved parking spot number. All fees are due the first of each month and are payable to Carleton Condominium Corporation No. 77 (CCC # 77). The use of preauthorized payment is encouraged. If owners choose to pay by monthly cheque, the cheque must be provided by the day before the first of the month. Should the first of the month fall on a weekend or statutory holiday, payment must be made by the next business day to avoid the late charge.

Reserve Fund

Under the *Condominium Act*, each Condominium Corporation must set up a reserve fund for projected major repairs of the common elements.

The Act stipulates that a proportion of the annual budget must be set aside for this purpose.

To determine the best level of reserve fund contributions, the Board has a reserve fund study conducted approximately every three years. Such a study examines the condition of the common elements and makes recommendations on the contribution level required to meet the schedule of anticipated repairs.

Special Assessments

From time to time, the Corporation may be faced with unexpected expenses that were not anticipated in the Budget. In such cases, it may be necessary to levy a special assessment on all owners to cover the expenses. This is an unusual occurrence and such action would only be taken if there is absolutely no other reasonable alternative.

Insurance

The Corporation maintains replacement-value insurance covering the common elements and the units with an All Risk Insurance Policy and a Director's and Officer's Liability Policy.

Unit owners are responsible for obtaining their own condominium insurance to cover any additions or alterations made to their unit, their household contents and their personal liability. Owners are responsible for any improvements, alterations and additions made not only by themselves but also by any previous owners, e.g. wallpaper, interior lighting, upgraded floor coverings, etc.

Most insurance companies are familiar with policies specific to condominiums and can recommend and provide appropriate coverage.

General

Any loss, cost or damages incurred by the Corporation by a breach of any rules and regulations by any owner, his family, guests or occupants of his unit shall be borne by that owner and the Corporation may recover these costs from the owner in the same manner as common expenses.

Failure by the Corporation to enforce a rule or regulation does not impact the validity of that rule or regulation.

Appendix 1 - Parking

Appendix 2 (reporting suspicious activity to the police)

List of fees payable to BridgePort

Residents are encouraged to make every effort to meet their responsibilities as part of our community. Please contact BridgePort in any unusual circumstances to arrange for special consideration when it is warranted.

This schedule of fees outlines penalties payable for the following:

- Failure to pay condominium fees, parking fees, late fees, etc. on time (including NSF cheques) \$30.00
- Failure to maintain your yard, including failure to pick up after your animals. The Corporation will have the work done on your behalf, and will charge you actual costs plus an additional administration fee of \$30.00
- Failure to submit proof of working smoke detectors. Administration fee of \$50.00
- Failure to submit proof of annual chimney inspection (wood-burning fireplaces). Actual cost of having the work done, plus an administration fee of \$50.00

Should you require a replacement of the following items, a \$25 fee will apply.

- Replacement of parking information (contact information and your personal identification code)
- Replacement copy of the Resident's Handbook